

SECRET

## OGC Has Reviewed

### 5.4 Retirement Deductions

Deductions for contribution to the Civil Service Retirement Fund will be made from the salaries of staff employees, staff agents, and (where appropriate) career agents. However, Standard Form 2806, Individual Retirement Record, will not be forwarded to the Civil Service Commission covering periods of employment on unvouchered funds where the operating office concerned interposes a security objection. Operating offices shall review the cases of personnel being terminated and make a notation on the terminating action paper if the forwarding of the Form 2806 should be held up. Such cases will be referred to the Personnel Director who shall arrange with the Commission a secure manner of crediting the employee's retirement record or take other appropriate action.

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